

**MINNESOTA DISTRICT COURT
FIRST JUDICIAL DISTRICT**

**RECORDS CLERK I
Temporary Position (through approximately 6/30/2008)
Position #01095672**

| OFFICE & LOCATION | CLASS | HOURS OF WORK | TYPE OF RECRUITMENT |
|---|---|--|----------------------------|
| First Judicial District Goodhue County District Court Red Wing, Minnesota | Temporary Records Clerk I Unrepresented | Full-time 40 hour/week M-F 8:00-4:30 | Internal and External |

The First Judicial District seeks to fill a full-time **temporary** Records Clerk I position. Position will last until approximately June 30, 2008. This is entry level clerical work in a District Court Office.

RESPONSIBILITIES:

This is entry level clerical work of limited complexity assisting in a District Court office. Work involves retrieving and filing cases; general filing and copying of legal documents; use of standard office equipment; providing assistance to attorneys and the public in person and over the telephone; general data entry; sorting and routing of incoming mail; preparation/distribution of outgoing mail and other general clerical duties as assigned. Work is performed under the general direction of a higher level clerk and/or supervisor.

MINIMUM QUALIFICATIONS:

Graduation from approved high school required. General office/clerical experience preferred. **Successful candidates will be required to pass a criminal background check.**

SALARY: \$11.29 – \$16.37/hour (full range) hiring to the mid-point based on qualifications; eligible for holiday pay; not eligible for other benefits.

State application can be downloaded at <http://www.mncourts.gov/?page=1552> or requested by calling (651) 438-8485. **Submit completed application and resume to:** First Judicial District Administration, Human Resources, Dakota County Judicial Center, 1560 West Highway 55, Hastings, MN 55033.

**APPLICATION DEADLINE:
Internal/External: Thursday, May 1, 2008**

EOE